



You can join our elite corps of dedicated volunteers! You can make a big difference in the quality of library service in your community by sharing your time and talent.

Library volunteers work side-by-side with staff in library activities. There is an ongoing need for help around the library as listed under opportunities.

Volunteers are selected based upon their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours, typically a weekly time slot of up to two hours.

#### **Guidelines for Becoming a Library Volunteer**

1. Fill out this application form and turn it in to a library staff member.
2. Attend an orientation with the volunteer coordinator and take a short test.
3. Volunteers should be able to read and understand the Dewey Decimal numbers and spine labels. If you have problems, training is available.
4. Volunteers should become familiar with the library, locations of the collections, and are expected to shelve materials in the correct locations.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address (street, city) \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Age (if under 18 years old) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Please jot down any work or library experience: \_\_\_\_\_

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**What day / days would you prefer to work:**

|           | Tuesday | Wednesday                      | Thursday | Friday                         | Saturday                       |
|-----------|---------|--------------------------------|----------|--------------------------------|--------------------------------|
| Morning   |         |                                |          |                                |                                |
| Afternoon |         |                                |          |                                |                                |
| Evening   |         | XXXXXXXXXXXXX<br>XXXXXXXXXXXXX |          | XXXXXXXXXXXXX<br>XXXXXXXXXXXXX | XXXXXXXXXXXXX<br>XXXXXXXXXXXXX |

We will expect you to treat this as a job and afford us the same respect and consideration, as we will do the same for you. You are representing the LV Public Library when you are working for us, and you should dress and act appropriately.

**EXPECTATIONS:**

Dress Code – You must dress as an employee of the library. Neatness counts.

No Shorts

No t-shirts with slogans

No bare shoulders

No flip-flops

It is preferred you sign up for a regular weekly shift of no more than two hours. If not possible, we will work with you to schedule weekly. First come, first served on shift availability. If you cannot make the scheduled time slot, PLEASE call 210-684-0720 ASAP. Inability to call if you cannot make your scheduled shift will result in less available hours.

Upon arrival, store belongings (including cell phone) behind the desk on the bottom cupboard shelf. Cell phones must be turned off or to silent and stored with belongings with no cell use or texting while working. Sign in on volunteer sheet, wear Volunteer Nametag, check in for any special assignments.

## **VOLUNTEER OPPORTUNITIES:**

\_\_\_\_\_ **Shelving Materials:** Requires light lifting, walking /standing, and pushing a book cart. Also included are straightening messy shelves, returning materials to their proper place, and reading shelves for accuracy.

\_\_\_\_\_ **Checking In Materials:** Requires additional training, with attention to details and knowledge of certain library procedures. This can be done in combination with shelving. Already knowing the library collection is a plus.

\_\_\_\_\_ **Book/Material Processing** (as needed): Requires training by staff to prepare materials for public use. If you have an "attention to details" type of personality, this could be the job for you !

\_\_\_\_\_ **Book Mending:** Requires training to teach mending techniques and how to use specialized product. This is another "attention to detail/take your time" project, requiring patience and perhaps a perfectionist personality.

\_\_\_\_\_ **Children's Department:** Helping on an as needed basis, projects such as conducting storytimes, aiding with storytime, preparing for crafts, general pick-up and neatening of the area.

Liability and Confidentiality Waiver:

I, \_\_\_\_\_, do hereby agree to indemnify and hold harmless the Leon Valley Public Library from any and all claims or causes of action that may arise out of performance of my assigned duties. I waive any right of action I have against the City of Leon Valley Public Library.

I also understand that in my capacity as a library volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my service as a volunteer has ended.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If under 18, parent or guardian must sign this form:

Acknowledgement of volunteer work:

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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Staff use:

Contact made: \_\_\_\_\_ Interview: \_\_\_\_\_ Start date: \_\_\_\_\_